

Date

27 Feb 87

ROUTING AND TRANSMITTAL SLIP

TO: (Name, office symbol, room number, building, Agency/Post)		Initials	Date
1.	ADDA	<i>[Signature]</i>	
2.	DDA (For Signature) 2 MAR 1987	<i>[Signature]</i>	
3.	Sue (For Xeroxing)	<i>sd</i>	3/2
4.	DDA/Registry <i>Please log copies + forward - Jmk</i>		
5.			

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
	Phone No.

7 Nov 86

EXECUTIVE SECRETARIAT
ROUTING SLIP

TO:		ACTION	INFO	DATE	INITIAL
1	DCI		X		
2	DDCI		X		
3	EXDIR				
4	D/ICS				
5	DDI				
6	DDA	X			
7	DDO				
8	DDS&T				
9	Chm/NIC				
10	GC				
11	IG				
12	Compt				
13	D/OLL				
14	D/PAO				
15	D/PERS		X (W/Attachments)		
16	VC/NIC				
17					
18					
19					
20					
21					
22					
SUSPENSE		Date			

DD/A REGISTRY
FILE: 68-5

Remarks

TO #6: For action as appropriate and direct response please. Note: Deadline for Nominations 9 January 1987.

H/Executive Secretary
7 NOV 86

Date

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. DIRECTOR OF PERSONNEL		
2.		
3.		
4.		
5.		

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

#1 - FOR ACTION - PLEASE RESPOND DIRECT
WITH DROP COPIES TO THE DDA AND ES.

SUSPENSE: 7 JANUARY 1987

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)

Room No.—Bldg.

Phone No.

OPTIONAL FORM 41 (Rev. 7-76)

Prescribed by GSA
FPMR (41 CFR) 101-11.206

*US GPO 1963-421-529/320



Executive Registry

86-5210X

1140 CONNECTICUT AVE., N.W., SUITE 295, WASHINGTON, D.C. 20036 - 202-293-0480

"Leadership Development Through Community Service"



Honorable William J. Casey
Director
Central Intelligence Agency
Washington, D.C. 20505

Dear Mr. Casey:

The Downtown Jaycees of Washington, D.C. are pleased to announce the 39th Annual Arthur S. Flemming Awards Program. These awards honor ten young men and women in the Federal Government who have made outstanding contributions. You are hereby invited to nominate outstanding individuals in your organization for consideration. There is no limit on the number of persons nominated and full representation from each agency is encouraged.

I have enclosed information in the form of a Nomination Sheet which will acquaint you with the eligibility requirements and judging criteria. Please note that this award honors individuals who have performed outstanding and meritorious work both within the Federal Government and in their communities. This year's nominations are due by January 9, 1987. The awards will be presented at a ceremonial dinner to be held in Washington, D.C. on May 7, 1987. Additional copies of the nomination form have been forwarded under separate cover to the Incentive Awards Administrator of your organization. Your signature or that of a designee chosen by you is required for all submissions.

I anticipate receiving your nomination(s), and on behalf of the Downtown Jaycees thank you for your interest and support of this prestigious program. If further assistance is needed, please call our office at (202) 293-0480.

Sincerely,

Lorri E. Cooper
Chairperson

Enclosures

The following projects are sponsored by the Downtown Jaycees:

SENIOR CITIZENS' OUTING • REDSKINS RAFFLE • HANDICAPPED CHILDREN'S FIELD DAY •
DOLLARS FOR NEEDY CHILDREN COSTUME BALL • RALLY ROUND THE REDSKINS FOR RONALD MCDONALD HOUSE •
THANKSGIVING FOOD DRIVE FOR THE ELDERLY • CHRISTMAS TREE SALES • DOLLARS FOR NEEDY CHILDREN SHOPPING TOUR •
JUNIOR MISS SCHOLARSHIP PROGRAM • HUGH O'BRIAN YOUTH LEADERSHIP SEMINAR • CHERRY BLOSSOM PARADE •
ARTHUR S. FLEMMING AWARDS PROGRAM • YOUTH IN THE ARTS